

APPENDIX E
INSTRUCTIONS FOR OBTAINING DEPARTMENT FORMS
FOR FAMILY CHILD CARE CENTERS Effective March 1, 2005

The Department forms listed below are arranged in two categories: 1) those that the Department requires family child care centers to use are designated as "REQUIRED"; and 2) those that the family child care center may use, at their option, if they do not use their own forms to record the same information required by the licensing rules. Forms designated as "REQUIRED" shall be used by licensees.

Applicants and licensees may obtain copies of these forms from the Department's website: http://www.dhfs.state.wi.us/rl_dcfs/INDEX.HTM (click on Forms & Publications.) Forms on the website will require use of Adobe Acrobat to view.

Applicants and licensees may complete the form online at the Department's website, save the file to their hard drive and print a copy for their records. Licensees without Internet access, or if you want to request a form from the Department, please send Forms/Publications Requisition, DMT-25 to the address below. **The Department will send only one copy of each form to each applicant or licensee.** Applicants and licensees may reproduce as many paper and electronic forms as they need. To avoid problems with filling the request, be sure to indicate the form number and the form title on the DMT-25 and fill in your name and address in the "SHIP TO" area of the requisition. This information shall be provided in order for the request to be filled. The completed Forms/Publications Requisitions should be sent to the following address:

Department of Health and Family Services
Division of Children and Family Services
Forms Manager
P.O. Box 8916
Madison, WI 53708-8916

<u>FORM #</u>	<u>FORM TITLE</u>	<u>REQUIRED?</u>
CFS-0052	Vehicle Safety Inspection	YES
CFS-0053	Child Care Staff Record	YES
CFS-0053A	Child Care Staff Continuing Education Record	
CFS-0054	Child Care Provider Staff Health Report	YES
CFS-0055	Child Care Accident/Death Report	
CFS-0056	Child Care Center Transportation Permission	
CFS-0058	Child Care Field Trip or Other Activity Notification / Permission	
CFS-0058A	Notificación / Permiso Para Excursiones O Otra Actividad De Guardería De Niños	
CFS-0059	Authorization to Administer Medication	
CFS-0059A	Autorización Para Administrar Medicamentos	
CFS-0060	Child Health Report - In-Home, Family Child Care, Child Care Centers	YES
CFS-0060A	Reporte de Salud del Niño en el Hogar, Guardería Familiares, Guardería Grupal	YES
CFS-0061	Child Care Intake for Child Under 2 Years	YES
CFS-0062	Child Enrollment	YES
CFS-0104	Child Care School-Age Agreement (Reverse side of CFS-56)	
CFS-0460	Family Child Care Center Fire and Safety Report	
CFS-0462	Family Child Care Center Compliance Study	
CFS-0865	Child Care Center Safety Checklist	
CFS-1675	Child Care Child Record Checklist	
CFS-2255	Family Child Care Orientation Checklist	YES
CFS-2345	Health History and Emergency Care Plan	YES
CFS-2356	Policy Checklist – Family Child Care Centers	YES
DMT-0025	Forms / Publications Requisition	
DPH-4192	Child Care Immunization Record	
DPH-4192S	Registro De Immunizacion Para Guardería de Niños	
HFS-0064	Background Information Disclosure	YES